

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NEW YORK**

Procedure for Substitution of Attorney or Law Firms:

This procedure is to be used if there is a change in attorney or law firms. This includes (1) substituting one attorney for another in the same law firm as the lead attorney, (2) a transfer to the same lead attorney at a new law firm, and (3) a transfer of one attorney to another attorney in different law firms.

1. A "Consent to Substitute Attorney" must be completed and signed by the withdrawing attorney (individually and on behalf of the law firm), the successor attorney (individually and on behalf of the law firm), and the affected client. Parties are encouraged to use the form available on the Court's website.
2. A fully executed Consent to Substitute Attorney must be prepared and docketed in each case for which the attorney is being substituted. To generate a complete list of cases in which you are involved, login to the ECF System (<https://ecf.nywb.uscourts.gov>), click on "Query", and enter your last and first name.
3. The Court's records will not be updated unless and until the Consent to Substitute Attorney is completed and docketed in each case. Consequently, the attorney who is withdrawing from the case will remain as the attorney of record, and will continue to receive notices, in electronic or other format, from the Court until the necessary form has been filed. Docket the Consent form under *Bankruptcy > Other > Attorney Substitution* for bankruptcy cases or *Adversary > Adversary Misc. > Attorney Substitution* for adversary proceedings.
4. Successor attorneys must also file with the Court a Statement of Compensation pursuant to Bankruptcy Rule 2016 and Local Rule 2091-1(B) within ten (10) days of the Consent to Substitute Attorney.

Procedure to Request a Change of Contact Information in the ECF System for Attorney:

This procedure is to be used only by attorneys requesting a change in their contact information, such as address, phone number, fax number, and/or e-mail address. If there will be a substitution of attorney or change in law firms, you must follow the "Procedures for Substitution of Attorney."

1. Complete the "Request for Change of Contact Information" available as a writeable form on the Court's website.
2. Submit the completed, signed form in paper to the Clerk's Office, at either of the following addresses:

Clerk of Court
United States Bankruptcy Court, WDNY
Olympic Towers
300 Pearl St., Suite 250
Buffalo, New York 14202

Clerk of Court
United States Bankruptcy Court, WDNY
1220 U.S. Courthouse
100 State Street
Rochester, New York 14614

3. Your CM/ECF account and the Court's records will not be updated unless and until the Request for Change of Contact Information form is completed and submitted to the Clerk's Office. Please note that only records for pending cases will be updated. Records for closed cases will not be updated.